

**CITY OF GAHANNA
DEPARTMENT OF PARKS & RECREATION
PARENT HANDBOOK**

SPRING BREAK 2013



CITY OF GAHANNA

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PHILOSOPHY AND PURPOSE

The Gahanna Department of Parks & Recreation camps serve as a fun-filled school break for children while providing a service for working families. Our camps encourage children to get outside and get active!

Camp is an environment in which staff:

- Interact with families in a comfortable, respectful, welcoming way
- Treat participants with respect and listen to what they say
- Treat co-workers with respect and value their perspective
- Teach participants to interact with one another in positive ways
- Teach participants to make responsible choices and encourage positive outcomes
- Are sensitive to the culture and language of participants
- Strive to establish meaningful community collaborations
- Are energetic, positive, and have fun

GENERAL INFORMATION

Hours

Camp runs daily from 8:00 AM – 6:00 PM. Pre-care takes place from 8:00 AM – 9:00 AM. After-care takes place from 3:00 PM – 6:00 PM. Programmed camp hours run from 9:00 AM – 3:00 PM.

How to Contact Camp

Camp staff can be reached by contacting the Department of Parks & Recreation front desk at 614-342-4250 from 8am-5pm.

Where to Drop Off and Pick Up

Parents will ALWAYS drop their camper off at Lincoln Elementary School, located at 515 Havens Corner Rd. Parents MUST walk their camper inside the building to sign them in each day.

Camper Age Requirements

Camp participants must be five years old on or before their first day of camp, and may remain at camp until the day before their thirteenth birthday.

Staff

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All camp staff must meet the following requirements to be employed at Camp:

- At least 18 years of age
- Successful interview
- Two positive reference checks—not including family members (first year only)
- Negative drug screen (every year)
- No record in the National Sex Offender Database (every year)
- No more than 6 points on driving license (every year)
- No criminal record on BCI fingerprint background check or FBI background check if lived out of state in past three years (every year)

What to bring to Camp

1. **LUNCH**—Please send a healthy, substantial lunch with your camper that **DOES NOT REQUIRE REFRIGERATION**. We are not able to provide refrigerators for camper's lunches.
2. **BACKPACK**—Please send your camper with a backpack containing a change of clothes, extra socks and a sweatshirt. Campers will carry their lunch in their bag on fieldtrip days.
3. **WEATHER APPROPRIATE OUTDOOR CLOTHING**—Campers should be prepared to play outdoors despite the weather! Please send your child in old clothing and shoes that can get dirty.

Fieldtrips

All campers will be required to wear a bright colored wristband (printed with the Parks & Recreation phone number) during fieldtrips so they can be easily identified by camp staff. Campers will be transported in City of Gahanna 15 passenger vans that are equipped with first aid kits. *Please do NOT send money with your campers as they are NOT allowed to spend personal money on fieldtrips.*

Daily Sign-in/Sign-out Procedures

Campers **MUST** be signed-in to camp every morning, and signed-out every evening. **ABSOLUTELY NO EXCEPTIONS!!!**

Permission to sign a camper in and out is given to any person named on the Health Care Form as a parent, guardian, second parent, second guardian, emergency contact or additional authorized person. **ALL** authorized persons must show appropriate identification (driver's license, photo ID with name) to remove a participant from Camp—no exceptions. You must show appropriate identification **EVERY** time you remove your child from camp, even if the counselors know you by name.

ABC Log

The ABC log is a parent/guardian notification form that allows for camp staff to effectively communicate incidences that occur during the day. **A**ccidents/Incidents, **B**ehaviors, and **C**omments are logged in the sign-in/sign-out book by counselors, and will be checked and initialed during sign-out by parents/guardians.

Early Drop-Off/Late Pick-Up

Campers may not be dropped off before 8:00AM or picked up after 6:00PM. Drop-offs earlier than 8:00AM and pick-ups later than 6:05PM will be assessed an additional fee. Our program ends promptly at 6:00PM. It is your responsibility to make every effort to pick up your campers before closing time. Camp staff have other responsibilities after this time, so please respect the staff in this matter.

Fee Structure

A flat fee of \$10.00 will be assessed to those individuals dropping off before 8:00AM or picking up after 6:05 PM. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed.

For example, a camper dropped off at 7:45 AM will be assessed the flat \$10.00 plus an additional \$15.00 for the 15 minutes before 8:00 AM (bringing the total to \$25.00).

For example, a camper picked up at 6:15 PM will be assessed the flat \$10.00 plus an additional \$10.00 for the 10 minutes between 6:05 and 6:15 PM (bringing the total to \$20.00).

Payment of Fees

Payment of all fees is expected at the time of drop-off or pick-up. Camp staff will provide a written receipt for all fees paid. Campers will not be permitted to attend camp until ALL fees are paid.

Parent Access and Participation

Parents/guardians of children enrolled in camp have unlimited access to the program during operational hours for the purpose of contacting the child and/or evaluating the premises or the care provided. Upon entering the building, the parent must sign-in as a visitor and notify the camp staff of his/her presence.

Parents may contact Janene Giuseffi, Recreation Specialist, at 342-4250 to discuss any concerns regarding the camp program. Your input for improvements to our program is encouraged and greatly appreciated.

Personal Belongings & Money

Children are NOT to bring any personal belongings (i.e. toys, electronics, trading cards) or money to camp. If your child brings personal belongings or money to Camp, the City of Gahanna Department of Parks & Recreation is not responsible for any damaged or lost items.

Medication

ALL medications (including over-the-counter or nonprescription drugs) to be administered at camp MUST BE LISTED ON THE HEALTH CARE FORM AND SUBMITTED TO CAMP STAFF. Parent/guardians are requested to bring enough medication to last the entire camp day. Medications MUST be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration—Camp staff WILL NOT ACCEPT OR ADMINISTER any medications not in the original packaging/bottle. Medications that meet the above guidelines will be administered in the following way:

- A. All medications received by camp staff will be stored in a locked container (refrigeration available upon request) and administered according to the health care form and physician's instructions by the Camp Manager or the camper's assigned counselor(s).
- B. The staff member administering the medication will note the date/time that the medication was given on the Medication Administration Log.
- C. When at an off-site location, the counselor assigned to a camper who takes medications will carry those medications in a small first-aid kit and administer those medications appropriately including updating the Medication Administration Log upon returning to camp.
- D. Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.

If a camper brings medication to camp that: is not listed on the health care form, AND/OR does not meet the above guidelines, AND/OR is not submitted to camp staff (camper keeps in backpack or lunch bag) that medication will be stored in the locked medication container until a parent/guardian is able to retrieve it and will NOT be administered to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and administer said medications (see D). At this time the camper's Health Care form must be updated or the camper will not be permitted to remain at Camp.

Behavior Management

Too often, behavior management is thought of synonymously with punishment; it involves much more. Camp staff provides positive reinforcement for acceptable behavior and encourages learning as a natural part of growth and development.

In order to help us accomplish these goals, we use the following steps:

1. OBSERVE and LISTEN in order to prevent conflict by anticipating any unacceptable behavior.
2. RE-DIRECT the child to another activity.
3. TALK to the child individually.
4. SEPARATE the child from his/her group.

If a child intentionally causes physical harm to another child, camp staff, facility or vehicle, they will be removed from any Gahanna Recreation program for a minimum of 24 hours from the time of the incident. A parent will be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the parent, child, and Recreation Specialist will be held. It is Camp policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

Inclement Weather Policy

The weekly schedule may be modified or changed based on weather conditions.

PROGRAM POLICIES AND PROCEDURES

A. Registration and Payment

Registration must be completed prior to camper's attendance. Registrations will be accepted at the City of Gahanna Municipal Building at 200 S. Hamilton Rd. In order to attend camp, all registrations and payments must be received by 5:00 p.m. seven days prior to the desired camp week. Payment transactions will only take place at the Parks & Recreation Department; camp counselors cannot accept any form of payment from parents/guardians.

Customers requested cancellations or transfers are subject to department credits. Credits expire one year from the date issued. All customer requested cancellations and changes are subject to a \$25 administrative fee. This includes transferring from one session of camp to another. Customers using a household credit balance to register for a program will forfeit their credit if they choose to un-enroll in the program.

Spring Break Camp-No credits or refunds or transfers will be issued after *March 1, 2013.*

Medical Procedures

All regularly scheduled Camp counselors must have a valid CPR/First Aid/AED certification for adult/child to be employed at Camp. Camp staff should be prepared to use basic first aid skills to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific medical Standing Orders please contact the Department of Parks & Recreation (614) 342-4250.

- A. Camp staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on health history forms, provide more advanced first-aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).

- B. Camp staff are expected to call either a camper's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- C. Camp staff are expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc) at all times when dealing with ANY medical situation. Accident/incident forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

Communicable Diseases

If a child becomes ill during the day or is suspected of having a communicable disease, he/she will be isolated and attended to by an adult until the parent or responsible person is contacted by telephone and arrives to take the child home. Children exhibiting the following symptoms or who develop these symptoms during camp hours will be sent home and will not be permitted to return until symptoms have not been present for 24 hours.

1. Diarrhea
2. Severe coughing (causing the child to turn red or blue or make a whooping sound)
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Pink eye
6. A resting temperature of 99 degrees F taken by under the arm (Staff will not take the temperature, this is for a child exhibiting this symptom at home)
7. Untreated infected patches or rashes on the skin
8. Stiff neck
9. Vomiting
10. Evidence of lice, scabies or other parasitic infestation
11. Sore throat or difficulty in swallowing

Any child exhibiting the above symptoms during camp hours will be isolated from the rest of the group (within sight of the leaders), provided with a seat, and carefully observed. The parent or guardian will be called immediately to pick up the child.

Emergency Procedures

All Camp staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Provide basic care consistent with training level.
3. Take care of the most important conditions first--maintain open airway, control severe bleeding, and prevent shock (ABC protocol).
4. Engage campers not involved in the emergency in non-threatening, low impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).
5. If 911 is called the camp staff person who made the call should immediately call the Recreation Specialist responsible for Camp (or continue up the organizational chart) to inform the Department of Parks & Recreation of the accident/incident.

Child Abuse - Ohio Revised Code 2151.421—Reporting Child Abuse or Neglect

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to Franklin County Children's Services. The filing of a report will only be done by the Recreation Specialist, Recreation Superintendent, Deputy Director, or Director after much evaluation/consideration by the staff and city administration.